

Student - Creating a Journal

Your instructor may ask you to write a Journal in your course. This journal can be set up in a number of ways by the instructor:

- private Journal entry - only seen by you and the instructor
- public Journal entry - can be seen by everyone, but only you and the instructor can leave comments
- group Journal entry - everyone in the group can edit and make comments.


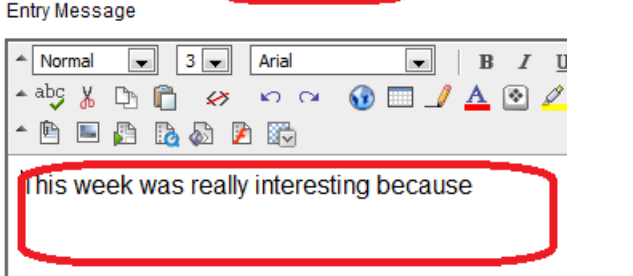
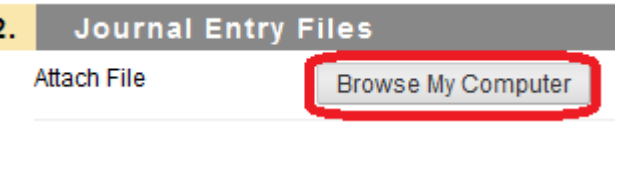
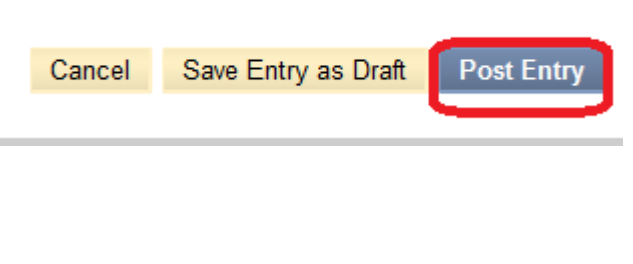
There are two sets of directions in this document. The first directions are text only. The second set has screen shots. Choose the set that best suits your learning needs. Screen shots are on page 2.

Text-only Instructions

1. Go to the area of your course where the instructor has set up the Journal link. This could be on the Course Menu, or it might be on a content page. If you have problems locating it, ask your instructor for direction.
2. Click on the hyperlink for the Journal.
3. On the new screen check to see if the instructor left specific instructions for what is to be included in the content.
4. On the right-hand side of the screen you can see additional information regarding comments, grading, feedback, etc.
5. Click Create Journal Entry to get started on writing your Journal.
6. You must enter a Title for your Journal.
7. Then type your entry in the Entry Message box. There are plenty of tools available to make your entry more interesting (add files, images, URL's, videos, etc.). Of course, you may wish to create a text only entry as well.
8. Optional - A second way to attach a file is to go to the Journal Entry Files and Browse My Computer to add a file.
9. When you have completed your posting, you can click Post Entry on the bottom-right of the screen. (Note that you can also Save Entry as Draft and come back to work on it later. Draft journals can be viewed later by clicking on View Drafts on the Journal page.)
10. On the next screen you will see a green banner at the top of the page that says Success. You will see your journal entry if you scroll down the page.

Instructions with Screen Shots

<p>Step One</p> <p>Go to the area of your course where the instructor has set up the Journal link. This could be on the Course Menu, or it might be on a content page. If you have problems locating it, ask your instructor for direction.</p>	<p>Home Page Announcements Assessments Assignments Discussions Messages Blank page tool Chapter One Lessons My Grades Send Email Journals</p>
<p>Step Two</p> <p>Click on the hyperlink for the Journal.</p>	 <p>Journals</p> <p>Observations ▾</p> <p>Visibility: Private Last Modified Date: 3/17/11 3 Entries: 0</p>
<p>Step Three</p> <p>On the new screen check to see if the instructor left specific instructions for what is to be included in the content.</p>	 <p>Create Journal Entry</p> <p>Instructions</p> <p>This journal is to be written on Mondays, Wednesdays, and Fridays. It should include:</p> <ul style="list-style-type: none"> • observations in the play area • types of activities scheduled • issues or concerns
<p>Step Four</p> <p>On the right-hand side of the screen you can see additional information regarding comments, grading, feedback, etc.</p>	 <p>About this Journal</p> <p>Author: Student 1 Entries: 0 Comments: 0</p> <p>Journal Grade</p> <p>Grade for: Student 1 Grade: -- out of 15.0 Grade Date: -- Feedback:</p>
<p>Step Five</p> <p>Click Create Journal Entry to get started on writing your Journal.</p>	 <p>Create Journal Entry</p>

<p>Step Six</p> <p>You must enter a Title for your Journal.</p>	
<p>Step Seven</p> <p>Then type your entry in the Entry Message box. There are plenty of tools available to make your entry more interesting (add files, images, URL's, videos, etc.). Of course, you may wish to create a text only entry as well.</p>	
<p>Step Eight</p> <p>Optional - A second way to attach a file is to go to the Journal Entry Files and Browse My Computer to add a file.</p>	
<p>Step Nine</p> <p>When you have completed your posting, you can click Post Entry on the bottom-right of the screen. (Note that you can also Save Entry as Draft and come back to work on it later. Draft journals can be viewed later by clicking on View Drafts on the Journal page.)</p>	
<p>Step Ten</p> <p>On the next screen you will see a green banner at the top of the page that says Success. You will see your journal entry if you scroll down the page.</p>	